



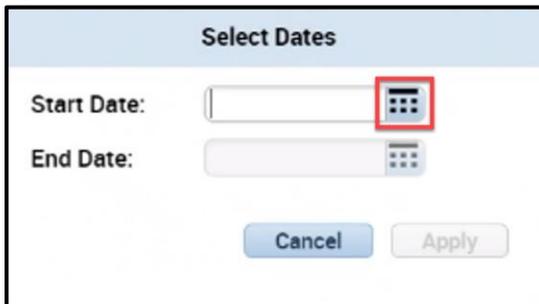
Employee Timecard View

Viewing Timecard Totals for a Specific Day

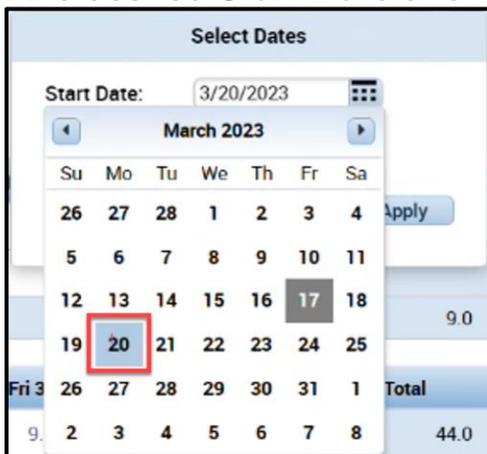
1. From the **My Timecard** widget, click the calendar icon  in the upper right-hand corner.



2. The **Select Dates** window will display. Click on the calendar icon  to the right of the **Start Date**.



3. Select the desired **Start Date** and **End Date** from the calendar.





Employee Timecard View

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4. Both the **Start Date** and **End Date** date populate the **Select Dates** window. Click **Apply**.

Select Dates

Start Date:

End Date:

5. The timecard for the desired date will appear.

Sun 3/19	Mon 3/20	Tue 3/21
	8.0	
	9:00A...	
	8.0	

6. Select the **Totals** tab to view the calculated totals for the selected day.

Totals Accruals Audits Historical Corrections

Account	Pay Code	Amount	Wages
HHS 60-6344/-/-/-/1765/-	Regular	8.0	\$0.00
HHS 60-6344/-/-/-/1765/-	Total Hrs Towards Schedule	8.0	\$0.00

